

**DWSRF Guidance Document Number 1**  
**Priority List Applications**

**I. Application Form**

Water Systems shall apply for the priority list using the priority list application (copy attached).

**II. Application Deadline**

The application deadline is established on an annual basis. Typically the program will accept applications through the closeout of the public comment period for the Intended Use Plan.

New or updated applications must be submitted by the water system each year.

Applications for planning loans from the planning loan fund and for land purchase or conservation easements from the source protection fund may be submitted, prioritized and placed on the priority list for available funds at any time.

**III. Water System Notification**

A notice of the open application period is sent to all public water systems, engineering firms, and interested parties. The notification process is initiated by the DWSRF Program Specialist.